

LEGISLATIVE REFERENCE BUREAU MANAGER

COMMON COUNCIL-CITY CLERK

PURPOSE: Under the administrative supervision of the City Clerk, the Legislative Reference Bureau Manager is in charge of Milwaukee's Legislative Reference Bureau (LRB), including the supervision of legislative drafting and research, fiscal research, library service, and code publication.

ESSENTIAL FUNCTIONS:

- ♦ Acts as liaison between the Legislative Reference Bureau (LRB) and Common Council members and other city government officials.
- ♦ Supervises the operations of a staff of professionals engaged in research, analysis, and library services as well as clerical staff, including hiring, performance evaluation, and other personnel functions.
- ♦ Develops services and facilities for improved reference capabilities.
- ♦ Designs, directs, reviews, and disseminates studies, reports, and papers relating to city services and problems.
- ♦ Oversees the budget and fiscal analysis services for the Common Council.
- ♦ Supervises the provision of information to government officials.
- ♦ Establishes standards for and supervises the drafting of proposed ordinances and resolutions.
- ♦ Oversees the usage and development of the library materials collection.
- ♦ Supervises the maintenance and updating of the City Charter and the Milwaukee Code of Ordinances.
- ♦ Determines the annual budget for the LRB and oversees expenditures.
- ♦ Develops comparative information sharing channels with governmental, university, and community organizations specializing in urban information.
- ♦ Performs other related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Master's Degree in political science, public administration, public policy, urban affairs, library science, or a related field from an accredited college or university.
2. Four years of progressively responsible professional level research experience with a legislative service, reference bureau, library research agency, university research staff, or a public finance, policy analysis, or similar organization.
Equivalent combinations of education and experience may also be considered.
3. Residence in City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- ♦ Experience with information retrieval systems and other technology used in research and library services.
- ♦ Supervisory experience.
- ♦ A related doctoral degree.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- ♦ Knowledge of administration and management, including human resources management.
- ♦ Knowledge of research methods and skill in performing research.
- ♦ Knowledge of library sciences.
- ♦ Knowledge of budgeting and fiscal analysis.
- ♦ Knowledge of records management.
- ♦ Knowledge of computers, from standard applications such as word processing to library information technology, including emerging technologies related to library systems and services.
- ♦ Critical thinking, analytical, and problem-solving skills.
- ♦ Ability to read and interpret a wide variety of materials, including books and periodicals, legislation, policies, reports, technical publications, and electronic documents.
- ♦ Ability to communicate exceptionally well, both orally and in writing.
- ♦ Interpersonal skills; the ability to work effectively with City officials, staff, LRB users, representatives of other agencies, and citizens.

- ♦ Ability to effectively lead and supervise staff members.
- ♦ Honesty and integrity.
- ♦ Ability to provide excellent customer service.
- ♦ Ability to prioritize, organize, and accomplish work.

THE CURRENT SALARY RANGE (SG 11) IS: \$69,090-96,722 annually with excellent benefits. Recruitment is normally at the beginning of the range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **July 30, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.

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